



## METROPOLITAN LIBRARY SYSTEM

### Job Description

<b>Job Title:</b>	<b>Receiving Technician</b>	<b>Position Code.:</b>	<b>1085-102</b>
<b>Reports To:</b>	<b>Collection Services Assistant Manager</b>	<b>Classification:</b>	<b>Non-exempt</b>
<b>Division:</b>	<b>Collection Services and Development</b>	<b>Date:</b>	<b>11/2024</b>

#### **JOB SUMMARY:**

Under general supervision, this position is responsible for receiving and processing shipments of materials purchased by the library. The role includes verifying that shipments are complete, checking for accompanying invoices, and utilizing a computerized receiving system to accurately record new books and other materials.

#### **ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

- Provides excellent service to internal and external guests
- Receives shipments of new books and non-book materials accurately; inspects and opens boxes to verify contents, ensuring shipments are complete and invoices are included.
- Uses computerized integrated library system (ILS) receiving system to verify and maintain records; uses excellent math skills to accurately enter cost per copy and other required pricing information to expedite proper payment of invoices for materials
- Responsible for identifying and reporting damaged items, incorrect number of shipped items, and billing mistakes to supervisor.
- Receives and verifies quality for vendor-processed materials. Reports any discrepancies to supervisor.
- Prints and verifies work slips for the Cataloging Department.
- Compares information in the ILS as entered to actual invoices to ensure accurate payments, and verifies vendor names, dates, invoice numbers, and amounts. Alerts the appropriate team members of any discrepancies.
- Checks for and enforces on-sale dates for materials to avoid early release.
- Operates vertical lift automated storage system to store and retrieve materials.
- Maintains sufficient technical knowledge to troubleshoot problems with the automated storage system.
- Serves as backup to receive shipments for other Service Center departments as needed.
- Works with staff to pack and ship outgoing materials to vendors as directed.
- Completes all required and assigned training on time.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library guests' records, and the code of professional ethics.
- Performs other related duties as assigned.

#### **MATERIAL AND EQUIPMENT USED:**

- Computer(s)/Printer(s)
- General Office Equipment
- Vertical Lift Storage System

#### **FREQUENCY OF TRAVEL REQUIREMENTS:**

- No travel is required for this position.

#### **INTERACTION:**

- Interaction with library staff.

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

- High School diploma or GED

#### **HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Six months of experience working in a library

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- General office procedures, policies, and practices, as well as knowledge of general office equipment.
- Standard business arithmetic including percentages and decimals.
- Record keeping, report preparation, filing methods, and records management techniques.
- All computer applications and hardware related to the performance of the essential functions of the job.

### **Skill in:**

- Using a computer to accurately and rapidly enter and retrieve data and information.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Operating a 10-key calculator by touch.
- Using interpersonal skills necessary to effectively interact with internal staff to give and extricate information in a courteous and friendly manner.
- Applying analytical skills to perform numerical calculations, obtain totals and balances, verify information from forms, and transfer data to computers or manual reports.

### **Mental and Physical Abilities:**

- Ability to understand and follow oral and written instructions, maintaining a strong focus on detail and accuracy in all tasks.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
- Ability to deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is frequently required to stand, sit, move from place to place, use manual dexterity for tasks such as typing or operating equipment, , reach with hands and arms, communicate verbally and audibly, and lift and/or move up to fifty (50) pounds.
- While performing the essential functions of this job the employee is occasionally required to stand, walk, and lift and/or move up to 100 pounds. Lifting items weighing more than 50 pounds requires having another employee assist with the lift (team lift).

## **SUPERVISORY RESPONSIBILITY:**

- This position has no supervisory responsibilities.

## **WORKING CONDITIONS:**

Works in a standard office environment with occasional exposure to physical demands, including handling boxes of books packed by shippers, where size and weight may vary and cannot be controlled.

## **SUMMARY STATEMENT:**

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as the accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.